

ILLINOIS DEPARTMENT OF HUMAN  
SERVICES & THE  
AMERICAN CAMP ASSOCIATION  
ILLINOIS

DFITitle XX Camping Services Program Guidelines

Revised: November 9, 2010

*“Funding provided in part by the Illinois  
Department of Human Services”*

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## SOURCE OF FUNDS

The American Camp Association, Illinois (ACA-IL) under contract with the State of Illinois Department of Human Services (IDHS) administers the DFI Title XX Camping Services Program. In the IDHS this program is referred to as the Donated Funds Initiative (DFI) because of the matching funds involved in the program. ACA-IL purchases the camp services for eligible campers from day and resident camps that wish to participate. The relationship between ACA-IL and any individual camp/organization is for purchase of service and payment for these services is not a grant.

The bulk of the money comes from the Federal Government. The DFI Title XX Fiscal Year begins July 1st and ends June 30th each year. The Federal Id Number is CFDA # 93.667 (Catalog of Federal Domestic Assistance). This number does not change from year to year.

The matching funds percentage is 25% and it is raised and donated by the participating camps. The remaining 75% is paid by the State of Illinois to ACA-IL and then to the camps. IDHS requires that the camps' 25% matching funds be donated to ACA-IL before a billing can be submitted to IDHS for payment.

ACA-IL further requires that participating camps pay ACA-IL's matching funds portion which amounts to approximately 5.9% depending upon the total amount of funds expended for camping services.

Therefore, the total matching funds percentage is approximately 30.9%. The initial or projected percentage is established by ACA-IL at the time the contract is offered to camps in the spring of each year. The final matching funds percentage is set at the end of the contract when the exact amount of camping services is known.

The following example illustrates how a hypothetical matching funds percentage, 30.9%, is used by a camp for a hypothetical total camping service bill of \$100.00. For example, using a match percentage of 30.9%, if a given camp submits a bill for \$100.00, a check for \$30.90 must be submitted along with the bill. When this bill is paid by IDHS to ACA-IL and then by ACA-IL to the camp organization, the camp will receive \$100.00 which will include \$25 of the \$30.90 the camp originally sent to ACA-IL and \$75.00 of DFI Title XX funds. ACA-IL will keep \$5.90.

IDHS annually establishes maximum per diem reimbursement amounts. The current maximum per diems are:

Regular Day Camp:	\$15.70 per camper day
Special Needs Day Camp:	\$19.90 per camper day
Regular Resident Camp:	\$34.00 per camper night
Special Needs Resident Camp:	\$43.40 per camper night

The person designated on the **Application for DFI Title XX Camping Services** as **Camp Contact Person** will receive camper referrals from ACA-IL. The person designated as **Business Representative** will receive payment checks for DFI Title XX services, matching funds information and requests, plus a late fall or early winter report regarding payments to camps and matching funds balance. **The person who signs the application** will receive next year's application and contracts. The person designated as **Camp Director** will receive ACA-IL program and training event information. Some mailings from ACA-IL will be sent to more than one of these designated positions.

## PROGRAM GUIDELINES, PROCEDURES, AND DEADLINES

The following information summarizes key elements of the entire DFI Title XX Camping Service Program along with deadline dates. If any of this information is unclear or if there are individual special needs please contact us at:

### **American Camp Association, Illinois, Inc.**

5 S. wabash, Suite 1406

Chicago, Illinois 60603-3014

Phone: 312-332-0833 / Fax: 312-332-4011 / Email: [michael@acail.org](mailto:michael@acail.org)

### **STEP 1. Camps Apply to Participate in the DFI Title XX Program**

Early each calendar year, ACA-IL sends two copies of the **Application for DFI Title XX Camping Services** to each camp that participated in the previous fiscal year, plus any new camps indicating they would like to participate in the upcoming fiscal year. One copy is for June and one is for July/August. A camp may duplicate this Application Form if more are needed.

Applications and records for camp sessions that occur in June must be kept separate from those for camp sessions that occur in July and August because the State of Illinois' fiscal year ends June 30 and a new fiscal year begins July 1. Applications for camp sessions that begin in June and end in July must be split between the application for June and the application for July/August because these are separate fiscal years. Therefore, include June days and nights (including the day/night of June 30th) on the June Application and July days and nights (including the day/night of July 1) on the July and August Application.

To qualify for the DFI Title XX program, day camp sessions must be a minimum of five days. Resident camp sessions must be a minimum of four nights. Contact ACA-IL for sessions that may not meet this criterion but have special circumstances.

To complete the **Application for DFI Title XX Camping Services**, calculate the cost per camper per day for day camps and per night for resident camps using the last summer's actual data. Use your actual cost, not what you received for serving campers under DFI Title XX last summer or what campers are charged. Send the first copy (white) to ACA-IL and keep the second copy (yellow). Please call the ACA-IL office. If you have questions about how to calculate your cost per camper day for day camps OR your cost per camper night for resident camps.

**Due date for applications for DFI Title XX Camping Services is the first business day closest to March 1 in any given year.**

### **STEP 2: Risk Management Plan**

Effective July 1, 2000 and thereafter any participating camp that is not currently Accredited by the American Camping Association must submit a completed Risk Management Plan with attachments. Illinois Park District or Special Recreation Associations that have achieved Level B or greater for the PDRMA (Park District Risk Management Agency) Loss Control Program Review may submit their current PDRMA notification letter instead of a Risk Management Plan. ACA-IL may also request a copy of the Safety Policy Manual for these certified PDRMA members.

ACA-IL shall require the preparation of such a risk management plan or loss control program review for the purpose of assisting the CAMP in its internal education processes, and for any purposes, which may be recommended or required by its insurers. ACA-IL shall not have the responsibility to review such plans.

Once a camp has submitted a Risk Management Plan it will not be necessary to submit another

plan unless the plan is updated and changes are made to the initial plan submitted to ACA-IL. Thus if a camp updates their plan a copy must be submitted to ACA-IL. **The deadline for submission of new or updated plans is the first business day closest to May 31<sup>st</sup> any given year.** If you need an extension to that deadline please contact Gordie Kaplan to discuss your situation.

### **STEP 3. ACA-IL Makes June Allocations & July/August Allocations**

In March or April, ACA-IL determines allocations for June and for July/August. For all camps that participated in the program the previous year, allocations are based upon DFI Title XX units of service actually provided during June and during July/August the previous summer.

If additional funding is available, all camps receive a proportional increment. If less funding is available all camps will receive proportional cuts. Of course each year funding is dependent upon and subject to the availability of a State appropriation and/or the availability of Federal funds for this Donated Funds Initiative Title XX program.

If your camp served fewer campers than expected the previous summer, and as a result your allocation could be too low, ACA-IL encourages you to attach a letter to the application explaining the situation and requesting additional funding. Always call if you have any question.

ACA-IL makes allocations on the basis of units of service (camper day or camper night). Since session lengths vary ACA-IL cannot calculate the exact number of campers for allocations. However, camp personnel can calculate the exact number of campers by dividing the number of allocated units of service by the camp's session length (day camp days, resident camp nights). If this result is uneven, round off to the next highest whole number. ACA-IL will pay for the additional units of service resulting from "rounding off" to an exact number of campers.

### **STEP 4. ACA-IL Sends Allocations, Contracts, & Forms to Camps**

In late March or early April, ACA-IL sends each participating camp a **Purchase of Service Contract** and one or two **DFI Title XX Allocations to Camp** sheets (one for June and one for July & August).

Please sign both copies of the contract. Retain one and return the other to the ACA-IL office.

Allocations for July/August are for camping sessions from July 1 - October 15.

Any unused funds will be reallocated for camping services during fall, winter, spring and the following June.

Along with the above material camps also receive a supply of the following forms:

1. Camper Registration Form, Illinois Department of Human Services Application for DFI Title XX Camping Services
2. American Camp Association, Illinois Camper Report
3. American Camp Association, Illinois DFI Title XX Billing Form

When you need additional copies of these forms please contact the ACA-IL office to request them. You may also duplicate the forms if you choose to do so at your own expense.

## STEP 5. ACA-IL Refers Potential Campers To Camps

IDHS has provided an opportunity for DFI Title XX participating camps to receive referrals from TANF recipients and agencies that have a contract with IDHS under the Teen REACH program. A list of these agencies can be obtained from ACA-IL. ACA-IL will provide a referral to a parent/guardian or staff member from a Teen REACH participating agency to an appropriate camp. ACA-IL will instruct the parent/guardian or Teen REACH agency staff member to call the registrar or designated contact person for the referred camp to discuss registration for a child or children. If a camper from one of these agencies, and only these agencies, does not have a Medi-Plan, AllKids or HFS MediPlan Case ID #, you will be able to use the name of the agency on all DFI Title XX forms (Camper Registration Form and Billing Form) to certify eligibility for service under the camping program. Our new forms will be changed but you can use any remaining forms and insert the name of a qualifying agency in lieu of a Case ID #, if the referred camper does not have the number.

From the first business day closest to April 1st through the last business day closest to April 30th (Monday - Friday, 9 am to Noon and 1 pm to 4 pm) agencies contracting with the Illinois Department of Human Services under the Teen REACH program will be able to call the ACA-IL office at **866-543-2267** if they have children aged, 7-13, who would like to attend a camping session this summer. TANF recipients from the State of Illinois other than Cook County will also receive a notice about this camping opportunity and the toll free 866 phone number. The notice sent by IDHS to TANF recipients is not sent to Cook County clients because there are not enough camps serving Cook County to meet the needs of eligible clients. It is also anticipated that some IDHS clients will call the ACA-IL office after April 30th for a referral. All referrals will be made by ACA-IL and processed by camps on a first-come-first served basis until all available allocated space has been utilized. Please contact ACA-IL when your allotted space for this program is gone and you can no longer accept referrals.

Each participating camp is sent a separate application form for referrals for those camps that can utilize referrals. ACA-IL understands that some camps do not need referrals because of specialized camper population. There is space on the referral form for camps to select among these options:

- No Referrals.
- A specific number of referrals.
- Unlimited referrals to be made to you until you instruct us to stop sending referrals.

ACA-IL will have two separate in-coming lines and will answer those calls beginning April 1st. Staff will help callers' select one camp serving their area and will give the caller the name and phone number of the camp's registrar/contact person and instruct them to call this person immediately. Staff will also send the camp Registrar/Contact Person a written copy of the referral we have made. Please help us by giving a specific detailed description of your preferred service area by Counties, Towns/Cities, Zip Codes or anything else that will pinpoint the area(s) you serve. We realize that there is a bit of duplication of information requested on the Camp Applications and the Referral Form. Rather than duplicate this information include it on the Referral Form instead of the Camp Application(s). While Cook County TANF recipients do not receive the notice many still call ACA-IL because they find out about the program via word-of-mouth. Therefore camps serving Cook County can and do receive referrals also.

Any camp is only obligated to hold space for referred campers eligible for funding under the Teen REACH program and DFI Title XX, relative to its choice of a referral option mentioned above. If a camp wants additional campers ACA-IL will continue to have any families or Teen REACH agency staff who contact ACA-IL call the camp. If, at any time, holding any space for potential campers for this program creates any problem for a camp's camper registration process, someone should please call ACA-IL immediately. The more contact there is between a camp registrar or representative and a family, up to and including actual face to face meetings

and arranging transportation from the home to the camp, the more likely that child will attend the camp session agreed upon.

### **New Opportunity for Innovative Camping Service**

From time to time IDHS may have other programs serving adolescent mothers, older adolescents, and families. Contact ACA-II to discuss a special service program for any of these populations, please indicate your interest to ACA-IL and possibilities will be explored with IDHS.

## **STEP 6. Camps Register Campers**

In April, May and June camps register campers using their own application/registration form, plus the DFI Title XX Camper Registration Form. **Camps may not charge any deposits or fees to campers or families funded under DFI Title XX Program for transportation, spending money, T-shirts, craft items, horseback riding or anything else.**

### **Instructions on completing the Camper Registration Form:**

1. Be sure the parent, grandparent or guardian completes signs and dates this form **before** the camp session for that camper begins.
2. Each form has space for from one to four campers from the same family.
3. A camp representative must view the actual Illinois Department of Human Services Medi-Plan card OR AllKids Governor Blagojevich's Healthcare Programs for Families—FamilyCare Moms & Babies card OR an HFS MediPlan Card (State of Illinois – Healthcare and Family Services), or a Photostatted copy, for the Eligibility Period. The date the form is signed must be within the one month Eligibility Period as identified on the card.
4. The camp representative should verify the Case ID Number for eligibility. The Case ID Number is located in a box near the upper left corner of the IIDHS Medi-Plan/AllKids/HFS MediPlan Care and is entitled, "Case ID Number." **The Case ID Number is not the same as the ID Number used for each eligible person listed on the backside of the form.**

The first two digits of the Case ID Number determine eligibility. **Eligible Numbers are:**

- 01** Aged
- 02** Blind
- 03** Disabled
- 04** Aid to Families with Dependent Children, AFDC
- 06** Aid to Families with Dependent Children - Unemployed Parent- AFDC-U
- 07** General Assistance - City of Chicago only
- 90** Medical Assistance No Grant - Refugee
- 91** Medical Assistance No Grant - Aged
- 92** Medical Assistance No Grant - Blind
- 93** Medical Assistance No Grant - Disabled
- 94** Medical Assistance No Grant - AFDC
- 96** Medical Assistance No Grant - AFDC-U
- 98** DCFS

**The Only Ineligible Number is: 08 Food Stamps Only**

5. Check to see that the Case ID Number is entered in the upper right hand corner of the Camper Registration Form. The following are examples of Case ID #'s for TANF, and DCFS clients. The numbers and letters will differ but the sequence and number of digits

and letters will be as follows (these are not any actual numbers as far as we know):

**TANF Clients:** 94-228-00-365017 **or** 04-262-09-G72361 **or** 06-230-22-BF0572  
**DCFS Clients:** 98-301-00-56402201 **or** 98-089-07-H3790305  
**Teen REACH Clients:** If a Case ID # is **not** provided, please use the name of the participating Teen REACH agency.

6. Verify that the form has been signed and dated by the Client.
7. Sign and date the form at the bottom over Registrar's Signature.
8. Send the completed form to the ACA-IL office **as soon as possible**; do not hold these forms until the camp session(s) is/are over. When returned to ACA-IL the information on these forms is entered into a database and the camp and client are notified if the camper has already registered for another camp.

Campers may attend only one camp session per season and not more than two different seasons during the current Fiscal Year. **Example:** A camper attends a July or August (FY "X") session and another session the next June (FY "X") but cannot then attend again in July (FY "Y") even though it is a new fiscal year because it is the same season.

9. Send the top white copy to ACA. Keep the yellow copy for the camp. Give the pink copy to client.
10. Do not submit the camp's bill for service until each camper's properly completed Camper Registration Form is submitted to ACA-IL.

**Step 7. Camp Arranges for their Insurer to send ACA-IL a Certificate of Commercial General Liability Insurance Indicating that the Camp has this Insurance Coverage and Naming ACA-IL as an Additional Insured**

The Camp arranges for their Insurance Company to send a Certificate of Commercial General Liability Insurance to ACA-IL naming the American Camp Association, Illinois Inc. as an Additional Insured as a Funding Source with respect to the Insured Operations. This Certificate must be received by ACA-IL before a given camp's first summer camping session begins. This requirement also means that the camp must have Commercial General Liability Insurance for their camping operations. This is a new requirement began June 1, 2003 and is still in effect. ACA-IL will not be able to process and pay any bills for camping service provided after June 1, 2003 unless this requirement is satisfied.

The Certificate of Insurance may be mailed, faxed or emailed to the ACA-IL office.

If there is a specific and extra charge for this addition apart from any other increases in the camp's Commercial General Liability Policy ACA Illinois Section may be able to increase the camp's July/August DFI Title XX allocation by that amount, up to a maximum of \$300, plus the applicable matching funds percentage. To receive this additional allocation the camp must submit documentation from their insurer indicating that the increase was directly related to naming ACA-IL as an Additional Insured. The increased allocation will be made in June for camps that have June camping sessions but no camping services in July/August.

**Step 8. Camp Executes a Signed Community Partnership Agreement With At Least One IDHS Office Located in the Home Community Where Most of the Campers Reside.**

Effective July 1, 2004 all participating camps or their parent organization must have a signed Community Partnership Agreement with at least one local IDHS office that serves the home

community of most of the campers they intend to serve through this program. The only obligation under this agreement is for the camp to refer an IDHS eligible camper to that office if the camp identifies any needs for that camper that the camp cannot meet. A copy of the signed and dated Community Partnership Agreement should be returned to ACA-IL.

This agreement is in effect for three years from the date it is signed by both the camp representative and the local IDHS office representative. Local offices of IDHS can be obtained from the IDHS website; [www.dhs.state.il.us/](http://www.dhs.state.il.us/) Select "Human Capital Development" in the left sidebar and then select "Office Locator" in the second paragraph. When Office Locator boots add the County & for Cook County a zip code. It is entirely possible that some camps may obtain more than one Community Partnership Agreement. ACA-IL has blank copies of the Community Partnership Agreement. Please contact ACA-IL to obtain this form. Any questions or problems should be communicated with ACA-IL.

## **Step 9. Campers Attend Camp**

During June, July and August campers attend camp. Camp provides a quality program for campers that, at the minimum, meets all DFI Title XX Program Performance Outcomes which are set forth in Item 4, pages 2 & 3 of the **Purchase of Service Contract**.

### **Outcomes:**

- a. 60% of participants in each camp will increase their ability to function more independently. (Documented on the Camper Report forms through post session Indicator rankings by camp counselors)
- b. 60% of participants in each camp will increase their ability to positively interact with other campers. (Documented on the Camper Report through post session Indicator rankings by camp counselors)
- c. 60% of participants in each camp will increase their acquisition of positive values/spiritual growth. (Documented on the Camper Report through post session Indicator rankings by camp counselors)
- d. 60% of participants in each camp will increase their ability to establish positive relationships with adults. (Documented on the Camper Report through post session Indicator rankings by camp counselors)

Each camp maintains its own attendance records and bills only for services actually provided. Camps must not charge the DFI Title XX program for camper days (day camp) or camper nights (resident camp) when the camper was not at camp involved in the program.

At end of each camp session, camp counselors or other staff completes a **Camper Report** for each camper who will be billed to ACA-IL under the DFI Title XX program. A copy of the Camper Report is attached as an attachment to these Guidelines.

## **Step 10. June Billing Process**

### **PLEASE NOTE: THERE IS A JULY 15, 2010 DEADLINE FOR JUNE 2011 BILLS**

Submit the camp's bill on the **DFI Title XX Billing Form** provided by ACA-IL. The Billing Form is legal-size, printed landscape, with OFFICE USE ONLY in upper right corner. Please use one form per session. **ALL BILLS FOR FISCAL YEAR 2010 INCLUDING JUNE 2010 CAMPING SESSION BILLS MUST BE SUBMITTED BY JULY 15, 2010.**

### **Instructions on completing the DFI Title XX Billing Form**

Summer 2011 Version

*"Funding provided in part by the Illinois Department of Human Services"*

1. Enter Case Name, Case ID # or participating Teen REACH agency name, and campers' names.
2. Enter dates of service and the units of service, that is, the number of days (day camps only) the camper actually attended day camp or, the number of nights (resident camps only) the camper actually attended resident camp.
3. Using the per diem listed on camp's **June Allocation Sheet**, calculate the fee for each camper (Per Diem times actual days or nights at camp).
4. If you are billing for more than 15 campers for a given session, carry over totals of campers, units of service and money from the bottom of this page to the top of the next and continue.
5. When the **DFI Title XX Billing Form** is complete and you have a grand total monetary figure for all sessions to be submitted at this time, calculate the required matching funds needed for this total billing using the matching funds percent printed on the **June Allocation Sheet**.
6. Make the camp's matching funds check payable to "ACA Illinois Section" and send it to ACA-IL with the completed **DFI Title XX Billing Form**. Do not send matching funds in the total amount indicated on the **June Allocation Sheet** unless the billing equals the maximum amount from that allocation sheet.
7. Submit one completed **Camper Report** for each camper included in the billing.
8. Camp had, ideally, already submitted **Camper Registration Form** for all campers.
9. Sometimes camps actually serve more campers eligible for reimbursement under DFI Title XX than are specified in the contract. If this is the case in your camp, complete all the above paperwork for those campers anyway and submit it to ACA-IL with a letter indicating this is an "Overbilling" (above and beyond the contract amount).

Sometimes you may reach the contract allocation limit in the middle of one camper's total number of days or nights. If this happens, stop the billing with the unit of service (day or night) for that camper at the contract limit. Then, on a new **DFI Title XX Billing Form**, begin the Overbilling by entering the remaining units of service for the final camper and then add the units of service for any additional eligible campers.

Do not submit matching funds for Overbillings. ACA-IL may have extra funds available to pay a portion or all of these Overbillings because every participating camp does not always utilize 100% of their allocation.

**Camp will not be guaranteed any payment for these Overbillings.** Please note that if you submit Overbillings ACA-IL will contact the Business Representative and/or Camp Contact person with a request for additional matching funds if the Overbilling will be submitted to IDHS for payment.

**Please Note: the absolute deadline to submit billings for all June sessions is JULY 15, 2011.**

**Step 11. June/July Billing Process**

If a session begins in June and ends in July, submit two separate billings as follows: First, bill ACA-IL for June dates (including the night of June 30 for resident camps). Separately bill ACA-IL for the days/nights that complete the session in July. In this case, submit **Camper Reports** with the July **DFI Title XX Billing Form** after the close of the July session. Repeat all information from the June **DFI Title XX Billing Form**, except for units of service and cost figures. Enter the number of units of service (days or nights) beginning with July 1 and ending with the closing date of the session and complete the cost figures. It will not be necessary to submit a second **Camper Registration Form** for the remaining July portion of the billing because the original **Camper Registration Form** was submitted before the June portion of the billing arrived at the ACA-IL office.

**Step 12. July/August Billing Process**

For all other session(s) **AFTER** July 1, 2010, submit DFI Title XX Billing Forms, matching funds for the specific bill(s), and Camper Reports. Camper Registration Forms should have already been submitted. Use per diem, contract amount, and matching funds percentage from the July/August Allocation Sheet.

As described above under June Billing Process, Overbillings may also be submitted for July/August camper service.

**Step 13. ACA Visits to Camps**

During June, July or August, ACA-IL representatives may visit your camp during a session to observe and learn about the camp program. Your camp may or may not be visited. Visitor(s), if any, will call to make an appointment. The ACA-IL representative will either be the Executive Director or Director of Operations of ACA-IL.

**Step 14. Payment Process**

ACA-IL processes billings year round when:

- 1) **Registration** forms have been submitted.
- 2) **Matching Funds** have been paid.
- 3) **Camper Reports** have been submitted.

If one or more of these items are missing, ACA-IL sets the billing aside and processes other billings that are submitted with complete information. When billings with complete information are finished, ACA-IL will contact camps that have submitted incomplete billings to request the missing information. When ACA-IL receives the missing information it will process the billing. A complete bill, including **all 3 items** listed above; must be received no later than the 25<sup>th</sup> day of any calendar month, to be included in that month's request for payment to the State of Illinois.

### **Step 15. Fall, Winter, & Spring Camping**

DFI Title XX is a year round program. Bona fide camping sessions held during the period of October 1 - May 31 could be included. However, if these sessions are less than five days for day camp or four nights for resident camp, the campers must have attended a full session during the previous summer. In other words, camps are reimbursed for campers attending weekend sessions only if those campers have already had a longer camping session the previous summer and if such sessions provide additional growth and development opportunities which meet the DFI Title XX Program Performance Outcomes. If you have camping sessions in the fall, winter or spring, before June, please contact Gordie Kaplan to request an allocation. ACA-IL cannot pay for these sessions unless you have made arrangements with Gordie for these sessions. You will receive a written confirmation of this allocation.

### **Step 16. Last Complete Fiscal Year Report to Camps**

During the winter, ACA-IL sends camps an accounting report for the previous fiscal year including: total amount of camping services paid, final matching funds percentage, and matching funds paid by the camp. Any balance in matching funds will be transferred to the camp's account for the next fiscal year. Any unused matching funds submitted by a camp and not utilized for that camp's services under this program belong to the camp and will be refunded to the camp upon request to ACA-IL.

**The following is a list of DFI Title XX Program Forms discussed in this document**

1. Application for DFI Title XX Camping Services
2. Purchase of Service Contract
3. June and/or July/August Allocation to Camps
4. DFI Title XX Referral Request
5. Camper Registration Form - Illinois Department of Human Services Application for DFI Title XX Camping Services through the American Camp Association/Illinois
6. ACA Illinois Camper Report
7. ACA Illinois DFI Title XX Billing Form

<b>DFI Title XX Calendar</b>	
January – February	ACA-IL sends camps the Application for DFI Title XX Camping Services.
March 1, 2011	Deadline for camps to return the Application for DFI Title XX Camping Services to ACA-IL.
March-April	ACA-IL makes allocations.
March-April	ACA-IL sends each participating camp a Purchase of Service Contract, two DFI Title XX Allocations to Camps forms, and a supply of other forms.
March - April	Camps sign the Purchase of Service Contract and return one copy to ACA-IL.
April	ACA-IL may send camps referrals of families eligible for the DFI Title XX Program. Camps contact families.
April - June	Camps register campers.
May 31	Due date for Risk Management Plan
June 1	Camp arranges to have Insurer send ACA-IL Certificate of Insurance indicating the camp has Commercial General Liability Insurance coverage AND naming ACA-IL as an Additional Insured.
June 1	Camp executes a Community Partnership Agreement with at least one IDHS local office where most of its campers reside AND returns a completed copy to ACA-IL.
June - August	Campers attend camp.
June - August	At the end of each camp session, the camp completes a Camper Report and a DFI Title XX Billing Form.
<b>July 15, 2011</b>	<b><u>Absolute Deadline</u></b> for camps to submit billings for June and the previous year's July and August sessions.